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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those staff-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS reports; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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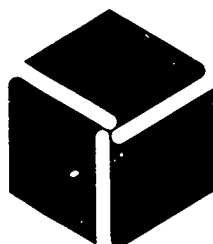
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DATA ELEMENT DICTIONARY: STAFF

**PRELIMINARY
DRAFT**
for review purposes only

Second Edition
Technical Report 32

National
Center for
Higher
Education
Management
Systems
at WICHE



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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- . . . to increase educational opportunities for westerners.
- . . . to expand the supply of specialized manpower in the West.
- . . . to help universities and colleges improve both their programs and their management.
- . . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: STAFF

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Second Edition

Technical Report No. 32

1972

James S. Martin

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ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff members.

For purposes of the Data Element Dictionary, staff is defined as:

All persons considered to be employees of the institution.

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.
2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of staff-related data elements are:

1. 001-099 Demographic and Biographical Data

This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional background.

2. 101-199 Previous Educational Experience Data

This block of data elements is designed to define information related to each educational experience of the staff member.

3. 201-299 Appointment Data

This block of data elements is designed to define information about each appointment of the staff member.

4. 301-399 Assignment Data

This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the Manpower Accounting Manual (Minter, 1972).

5. 401-499 Faculty Activity Data

This block of data elements is designed to define information about each faculty member's activities. (Note: For a further discussion of NCHEMS efforts in this area, see Romney, 1971.)

These five data blocks could be related to an employee of the institution in the following manner:

Demographic and Biographical Data

*Previous Educational Experience Data

Appointment Data

*Assignment Data

-Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.

3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

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	Activity Ending Date	408
	Activity FTE	402
	Activity Program Function	403
	Annual Salary Rate	213
	Appointment Effective Date	207
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	Assignment FTE	302
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	Activity Ending Date	408
	Activity FTE	402
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Assignment Beginning Date	303
Assignment Ending Date	304
Faculty Rank	211
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CHAPTER IV
DEMOGRAPHIC AND BIOGRAPHICAL DATA

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001	Name
002	Staff Identification Number
003	Date of Birth
004	Sex
005	Marital Status
006	Citizenship Status
007	Civil Rights Racial Category
008	Address - Street/Apartment
009	Address - City
010	Address - State
011	Address - Zip Code
012	Address - Telephone Number
013	Campus Office - Campus
014	Campus Office - Building Code
015	Campus Office - Building Name
016	Campus Office - Room Number
017	Campus Office - Telephone Number
018	Physical Handicap Status
019	Student Identification Number
020	Termination Code
021	Termination Date

DEMOGRAPHIC AND BIOGRAPHICAL DATA

<u>DED No.</u>	<u>Title</u>
022	Highest Academic Degree or Diploma
023	Honorary Degrees and Awards
024	Professional Affiliations
025	Licenses, Certificates, and Registrations
026	Special Competencies
027	Achievement Record
028	Type of Previous Employment
029	Location of Previous Employment - State

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

001
ELEMENT
NUMBER

ELEMENT TITLE

Name

DEFINITION:

The legal combination of words by which the employee is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text that may include the following sub-elements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

USES

COMMENTS:

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002

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Staff Identification Number

DEFINITION:

The unique number assigned to each individual considered to be an employee by the institution.

CODES OR RECORDING INSTRUCTIONS:

USES:

COMMENTS:

The employee's social security number is typically used for this element. This element is a linking element to the Course and Student sections.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

003

ELEMENT
NUMBER

ELEMENT TITLE Date of Birth

DEFINITION:

The calendar date of birth as designated on the employee's legal birth registration or certificate.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1

USES

COMMENTS:

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004

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Sex

DEFINITION

The sex of the employee, male or female.

CODES OR RECORDING INSTRUCTIONS

<u>Code</u>	<u>Category</u>
M	Male
F	Female

USES

HEGIS

COMMENTS

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

005

ELEMENT
NUMBER

ELEMENT TITLE Marital Status

DEFINITION:

The legal status of the employee with respect to wedlock.

CODES OR RECORDING INSTRUCTIONS:

<u>Category</u>	<u>Definition</u>
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

USES

COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

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006

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Citizenship Status

DEFINITION:

The code that indicates the employee's nationality and visa type, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

- *First two characters are country - see Appendix 3.
- **Third and fourth characters are reserved for visa type - see Appendix 4.

- *Existing U. S. Department of Commerce standard
- **Existing U. S. Department of Justice standard

USES

COMMENTS:

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National Center for Higher Education Management Systems

007

DATA ELEMENT DICTIONARY
Staff Related Data ElementsELEMENT
NUMBER

ELEMENT TITLE Civil Rights Racial Category

DEFINITION:

An indication of the employee's ethnic origin.

CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

* Includes all employees of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code		
1	Asian American	Employees who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Employees who identify themselves ethnically as being of Black or Afro-American descent.
3.	American Indian	Employees who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Employees who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Employees who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cubans, Spanish, or Latin Americans, etc.
6	White American	Employees who identify themselves as native born U. S. Citizens of European descent.
7	Foreign Employees	Employees who carry F or J visa.
8	Refuse to Indicate	Employees who decline to indicate ethnic background.

USES

COMMENTS:

DATE ISSUED September 1972

008
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Address - Street/Apartment

DEFINITION:

The street identification or P. O. box number of the location at which the employee may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list which may include:

- a. House Number
- b. Apartment Number
- c. Street
- d. Post Office Box Number

USES

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

009

ELEMENT
NUMBER

ELEMENT TITLE Address - City

DEFINITION:

The city in which the employee's residence exists.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

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010

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Address - State

DEFINITION:

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - see Appendix 2.

USES

COMMENTS:

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DATA ELEMENT DICTIONARY
Staff Related Data Elements

011

**ELEMENT
NUMBER**

ELEMENT TITLE Address - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the employee's place of residence.

CODES OR RECORDING INSTRUCTIONS:

Five-digit postal code as provided in U. S. Postal Service Manual.

USES

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012

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Address - Telephone Number

DEFINITION:

The telephone number of the employee or that telephone number through which the employee may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number - Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

USES

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DATA ELEMENT DICTIONARY
Staff Related Data Elements

013

**ELEMENT
NUMBER**

ELEMENT TITLE Campus Office - Campus

DEFINITION:

The institutionally defined designation for the campus of the institution where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

014

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE

Campus Office - Building Code

DEFINITION:

The institutionally defined code for the specific building where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

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September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

015

ELEMENT
NUMBER

ELEMENT TITLE

Campus Office - Building Name

DEFINITION:

The name given by the institution to the specific building where the employee's office is located.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED

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016
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Campus Office - Room Number

DEFINITION:

The number or other identifier of the room assigned to the employee for use as an office.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities section.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

017

ELEMENT
NUMBER

ELEMENT TITLE

Campus Office - Telephone Number

DEFINITION:

The primary office telephone number of the employee or that number through which the employee may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Telephone Number (4 digits); Extension (4 digits). Omit hyphens.

USES

COMMENTS:

DATE ISSUED

September 1972

018

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Physical Handicap Status

DEFINITION:

A code that designates an employee's anatomical deficiency or impairment that requires special arrangements within campus facilities.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
1	Ambulatory
2	Sight
3	Hearing
4	Other

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

019

ELEMENT
NUMBER

ELEMENT TITLE Student Identification Number

DEFINITION:

The unique number assigned by the institution to identify each employee who is considered to be a student at that institution. (Social Security number is typically used.)

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

The individual's Social Security number is typically used. This element is a linking element to the Student section.

DATE ISSUED September 1972

020

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Termination Code

DEFINITION:

An institutionally defined code that indicates the employee's reason for leaving the institution, e.g., voluntary resignation, involuntary resignation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

021
ELEMENT
NUMBER

ELEMENT TITLE Termination Date

DEFINITION:

The calendar date when the employee terminated from the institution.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

022

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Highest Academic Degree or Diploma

DEFINITION:

A code to indicate the highest degree, certificate, or diploma earned by the employee.

CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential
High School diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

COMMENTS:

Honorary degrees should not be considered.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

023

ELEMENT
NUMBER

ELEMENT TITLE Honorary Degrees and Awards

DEFINITION:

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items.

- a. Award
- b. Date of award

USES

COMMENTS:

DATE ISSUED September 1972

024

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Professional Affiliations

DEFINITION:

The associations of the employee with professional organizations or learned societies. This element should include ranks within the organizations and dates, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of records and should include the following items:

- a. Association
- b. Rank
- c. Date(s)

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

025

ELEMENT
NUMBER

ELEMENT TITLE Licenses, Certificates, and Registrations

DEFINITION:

Specific credentials entitling the employee to engage in legal practice of a profession. (Medical License, Legal Bar, C.P.A., etc.)

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee.

USES

COMMENTS:

DATE ISSUED September 1972

026

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Special Competencies

DEFINITION:

Special interests, competencies, and experiences of the employee such as foreign country experience, foreign language competency, significant prior employment positions, significant performing or creative skills, etc.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

- a. Competency
- b. Date

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

027

ELEMENT
NUMBER

ELEMENT TITLE Achievement Record

DEFINITION:

Summary of the publications and other achievements reaching publics outside the institution. Should include papers presented, monographs, major articles, books, and other creative achievements.

CODES OR RECORDING INSTRUCTIONS:

This element should be coded as an appropriate number of text records and should include the following items:

- a. Achievement
- b. Date

USES

COMMENTS:

DATE ISSUED September 1972

028
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE	Type of Previous Employment
---------------	-----------------------------

DEFINITION:

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution, e.g., Government, Industry, University, Student, Self-Employed, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED	September 1972
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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

029

**ELEMENT
NUMBER**

ELEMENT TITLE Location of Previous Employment - State

DEFINITION:

U. S. Postal Service code for the state in which the employee's previous employment occurred.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - see Appendix 2.

USES

COMMENTS:

If the previous location was a foreign country, code as "ZZ".

DATE ISSUED September 1972

CHAPTER V
PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED No.</u>	<u>Title</u>
101	Institution Name
102	Degree/Certificate
103	Degree/Certificate Date
104	Major Field of Study
105	Beginning Date - Year
106	Ending Date - Year

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

101

ELEMENT
NUMBER

ELEMENT TITLE

Institution Name

DEFINITION:

The name of the institution at which the employee obtained the educational experience described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

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September 1972

102

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Degree/Certificate

DEFINITION:

The title or award conferred upon the employee for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

Should include high school diplomas and GED certificates.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

103

ELEMENT
NUMBER

ELEMENT TITLE Degree/Certificate Date

DEFINITION:

Calendar date on which degree or certificate was awarded.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYYY
See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

104
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Major Field of Study

DEFINITION:

The degree or certificate program in which the employee was enrolled or has completed. HEGIS taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code

If HEGIS Taxonomy used, see Appendix 5.

USES

COMMENTS:

This element is not required if degree or certificate is a high school diploma.

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National Center for Higher Education Management Systems

105

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements began.

CODES OR RECORDING INSTRUCTIONS:

The two low-order digits of the calendar year, e.g., 1972 = "72"

USES

COMMENTS:

DATE ISSUED September 1972

106

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements was terminated.

CODES OR RECORDING INSTRUCTIONS:

The two low-order digits of the calendar year, e.g., 1972 = "72"

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

DATE ISSUED

September 1972

CHAPTER VI
APPOINTMENT DATA

<u>DED No.</u>	<u>Title</u>
201	Appointment Title
202	Appointment Code
203	Appointment Organizational Unit
204	Account Number
205	Appointment FTE
206	Appointment Period
207	Appointment Effective Date
208	Appointment Expiration Date
209	Appointment Status
210	Leave Status
211	Faculty Rank
212	Tenure Status
213	Annual Salary Rate
214	Method of Entry into Current Job Class
215	Position Identification
216	Position Budget Amount

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

201

ELEMENT
NUMBER

ELEMENT TITLE Appointment Title

DEFINITION:

The institutionally defined descriptive title of the employee's position or appointment.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

HEGIS

COMMENTS:

DATE ISSUED

September 1972

202

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Appointment Code

DEFINITION:

An institutionally defined code that describes the category of position.
This code will usually map directly to the appointment title (DED 201).

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

203
ELEMENT
NUMBER

ELEMENT TITLE Appointment Organizational Unit

DEFINITION:

An institutionally defined code for the organizational unit to which the employee is attached for purposes of personnel and similar administrative relationships.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

DATE ISSUED September 1972

204
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Account Number

DEFINITION:

The institutional account number to which the salary for this appointment is charged.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, CFP, IEP, SAM, FAA, HEFM

COMMENTS:

This element is a linking element to the Finance section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

205

DATA ELEMENT DICTIONARY
Staff Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE Appointment FTE

DEFINITION:

The full-time-equivalent proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
 1/2 FTE = "050"

USES

RRPM, CFP, IEP, SAM, FAA, HEFM

COMMENTS:

DATE ISSUED

September 1972

206

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE Appointment Period

DEFINITION:

The number of months to which this appointment applies.

CODES OR RECORDING INSTRUCTIONS:

Actual number of months rounded to nearest whole month.

USES

CFP, FAA

COMMENTS:

If appointment is indefinite or greater than 12 months, enter "12". This element may be derived from elements 207 and 208 but is frequently stored by institutions.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

207

ELEMENT
NUMBER

ELEMENT TITLE Appointment Effective Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment is (was) effective.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES

IEP, RRPM, CFP, HEGIS, HEFM

COMMENTS:

DATE ISSUED September 1972

208
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE Appointment Expiration Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES IEP, RRPM, CFP, HEGIS, HEFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

209

ELEMENT
NUMBER

ELEMENT TITLE

Appointment Status

DEFINITION:

An institutionally defined code to identify the status or type of this appointment, e.g., regular, temporary, visiting.

CODES OR RECORDING INSTRUCTIONS:

USES

HEGIS, FAA

COMMENTS:

DATE ISSUED

September 1972

210

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Leave Status

DEFINITION:

An institutionally defined code to indicate the employee's leave status, if appropriate; e.g., Sabbatical, leave without pay, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, FAA, HEGIS

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

211

DATA ELEMENT DICTIONARY
Staff Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE Faculty Rank

DEFINITION:

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise; e.g., Teaching Assistant, Teaching Associate, Research Associate, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, IEP, PM, HEGIS, SAM, CFP, HEFM, FAA

COMMENTS:

DATE ISSUED September 1972

212

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Tenure Status

DEFINITION:

The state of the employee with respect to assurance of permanence in a position for the duration of that position, e.g., Tenured, Nontenured, Not Eligible.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

213

ELEMENT
NUMBER

ELEMENT TITLE

Annual Salary Rate

DEFINITION:

The full-time-equivalent annual salary rate at which the employee is being paid for this appointment.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount.

USES

RRPM, IEP, PM, CFP, HEGIS, HEFM, FAA

COMMENTS:

DATE ISSUED

September 1972

214

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Method of Entry into Current Job Class

DEFINITION:

An institutionally defined code to identify the method by which the employee was brought into this job class.

CODES OR RECORDING INSTRUCTIONS:

Category

New Hire

Promotion

Transfer

Demotion

USES

COMMENTS:

The above categories are those required for HEW compliance reporting purposes.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

215

ELEMENT
NUMBER

ELEMENT TITLE

Position Identification

DEFINITION:

An institutionally defined code that describes the employee's position with the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

SAM

COMMENTS:

DATE ISSUED

September 1972

216

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Position Budget Amount

DEFINITION:

The dollar amount budgeted by the institution for the appointment described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount.

USES

COMMENTS:

DATE ISSUED

September 1972

CHAPTER VII
ASSIGNMENT DATA

<u>DED No.</u>	<u>Title</u>
301	Assignment
302	Assignment FTE
303	Assignment Beginning Date
304	Assignment Ending Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements301
ELEMENT
NUMBER

ELEMENT TITLE Assignment

DEFINITION:

A code that describes a specific set of activities an employee is expected to perform within a program established to accomplish some institutional goal.

CODES OR RECORDING INSTRUCTIONS:

First eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1971).

The first (Program Function) and seventh (Occupational Activity) digits are required for HEGIS reporting purposes.

<u>Program Function</u>		<u>Occupational Activity</u>	
<u>Code</u>	<u>Category</u>	<u>Code</u>	<u>Category</u>
1	Instruction	1	Executive, Administrative, Managerial
2	Organized Research	2	Instructional
3	Public Service	3	Professional
4	Academic Support	4	Technical
5	Student Service	5	Office
6	Institutional Support	6	Crafts and Trades
7	Independent Operations	7	Service

USES PCM, PM, HEGIS, CFP, FAA

COMMENTS:

This element will occur before the fact for each assignment of the employee.

DATE ISSUED September 1972

302

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Assignment FTE

DEFINITION:

The full-time-equivalent proportion that an employee is expected to devote to the accomplishment of a specific assignment.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
1/2 FTE = "050"

USES

PCM, PM, CFP, FAA

COMMENTS:

This element will occur before the fact for each assignment of the employee.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

303

ELEMENT
NUMBER

ELEMENT TITLE

Assignment Beginning Date

DEFINITION:

Calendar date on which this assignment is scheduled to begin.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES

PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED

September 1972

304

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Assignment Ending Date

DEFINITION:

Calendar date on which this assignment is scheduled to end.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD
See Appendix 1.

USES

PCM, HEGIS, CFP, FAA

COMMENTS:

DATE ISSUED

September 1972

FACULTY ACTIVITY DATA

<u>DED No.</u>	<u>Title</u>
401	Activity Category
402	Activity FTE
403	Activity Program Function
404	Activity Outcome Category
405	Course Identifier
406	Section Identifier
407	Activity Beginning Date
408	Activity Ending Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

401

ELEMENT
NUMBER

ELEMENT TITLE Activity Category

DEFINITION:

A code that describes the activities that faculty typically perform.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
01	Scheduled Teaching
02	Unscheduled Teaching
03	Academic Program Advising
04	Course and Curriculum Research and Development
05	Institutes and Research Centers
06	Specific Projects
07	General Scholarship and Professional Development
08	General Professional Service/Advice directed outside the institution
09	Extension Service (Noninstitutional)
10	Student-Oriented Service
11	General Professional Service/Advice directed toward the institution
12	Service Reports and Records
13	Administrative Duties
14	Committee Participation

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

USES:

FAA, RRPM, IEP, PM, CFP

COMMENTS:

This element will occur after the fact for each activity that the faculty member has performed.

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402

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Activity FTE

DEFINITION:

The full-time-equivalent proportion that a faculty member devotes to the accomplishment of a specific activity.

CODES OR RECORDING INSTRUCTIONS:

E.g.: 1 FTE = "100"
1/2 FTE = "050"

USES

RRPM, FAA, CFP, IEP

COMMENTS:

This element will occur after the fact for each activity that the faculty member has performed.

DATE ISSUED

September 1972

DATA ELEMENT DICTIONARY
Staff Related Data Elements**ELEMENT
NUMBER****ELEMENT TITLE** Activity Program Function**DEFINITION:**

The institutional program for which a particular set of faculty activities is designed or exists.

CODES OR RECORDING INSTRUCTIONS:

First eight digits of the Program Classification Structure (PCS) code (Gulko, 1972).

USES

FAA, CFP, RRPM, PM, IEP

COMMENTS:

Some programs will require only the first two digits of the PCS code.

DATE ISSUED September 1972

404
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Staff Related Data Elements

ELEMENT TITLE

Activity Outcome Category

DEFINITION:

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Student Growth and Development	Results and benefits of activities that are contributed to enhancing personal, social, academic, and/or career aspects of students who are registered in the institution.
2	Development of New Knowledge and Art Forms	Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art.
3	Inseparable Combination of 1. and 2	Results and benefits of activities that contribute to both student growth and development of new knowledge and art forms and cannot be separated.
4	Community Development and Service	Results and benefits of activities that contribute to educational growth and provide short- or long-term utility to the community.
5	General Institutional Support	Results and benefits of activities that contribute to maintaining the institution.
6	Personal Professional Growth	Results and benefits of activities that contribute principally to personal professional growth.

USES

FAA

COMMENTS:

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

This data element would have a multiple occurrence if the activity contributes to joint outcomes.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

405
ELEMENT
NUMBER

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves to identify uniquely the course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, FAA, IEP

COMMENTS:

This element is a linking element to the Course section.

DATE ISSUED September 1972

406

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Section Identifier

DEFINITION:

A unique identifier for the section within a course being taught.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, FAA, IEP

COMMENTS:

Along with the Course Identifier (element 405), this element is a linking element to the Course section.

DATE ISSUED: September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

407

ELEMENT
NUMBER

ELEMENT TITLE Activity Beginning Date

DEFINITION:

Calendar date when this activity is scheduled to begin (began).

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

FAA, RRPM, CFP, IEP

COMMENTS:

DATE ISSUED September 1972

408

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE

Activity Ending Date

DEFINITION:

Calendar date when this activity is scheduled to end (ended).

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

FAA, RRPM, CFP, IEP

COMMENTS:

DATE ISSUED

September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

<u>Month</u>	<u>Code</u>
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

APPENDIX 3

STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
A			
AC	ANTIGUA	BR	BRAZIL
AF	AFGHANISTAN	BT	BHUTAN
AG	ALGERIA	BU	BULGARIA
AL	ALBANIA	BV	BOUVET ISLAND
AN	ANDORRA	BX	BRUNEI
AO	ANGOLA	BY	BURUNDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		C
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
AU	AUSTRIA	CB	CAMBODIA
AY	ANTARCTICA	CD	CHAD
B			
BA	BAHRAIN	CE	CEYLON
BB	BARBADOS	CF	CONGO(BRAZZA VILLE)
BC	BOTSWANA	CG	CONGO (KINSHASA)
BD	BERMUDA	CH	CHINA, COMMUNIST
BE	BELGIUM	CI	CHILE
BF	BAHAMAS	CJ	CAYMAN ISLANDS
BH	BRITISH HONDURAS	CK	COCOS ISLANDS
BL	BOLIVIA	CL	CENTRAL AND SOUTHERN LINE ISLANDS
BM	BURMA	CM	CAMEROON
BP	BRITISH SOLOMON ISLANDS	CN	COMORO ISLANDS
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS	CO	COLOMBIA
		CS	COSTA RICA
		CT	CENTRAL AFRICAN REPUBLIC
		CU	CUBA
		CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
CW	COOK ISLANDS	GJ	GRENADA
CY	CYPRUS	GL	GREENLAND
CZ	CZECHOSLOVAKIA	GN	GILBERT AND ELLICE ISLANDS
	D	GP	GUADELOUPE
		GQ	GUAM
DA	DENMARK	GR	GREECE
DM	DAHOMEY	GT	GUATEMALA
DO	DOMINICA	GV	GUINEA
DR	DOMINICAN REPUBLIC	GY	GUYANA
	E	GZ	GAZA STRIP
			H
EC	ECUADOR	HA	HAITI
EG	UNITED ARAB REPUBLIC	HK	HONG KONG
EI	IRELAND	HM	HEARD AND McDONALD ISLANDS
EK	EQUATORIAL GUINEA	HO	HONDURAS
EQ	CANTON AND ENDERBURY ISLANDS	HU	HUNGARY
ES	EL SALVADOR		I
ET	ETHIOPIA		
	F	IC	ICELAND
		ID	INDONESIA
FA	FALKLAND ISLANDS	IN	INDIANA
FG	FRENCH GUIANA	IO	BRITISH INDIAN OCEAN
FI	FINLAND		TERRITORY
FJ	FIJI	IQ	UNITED STATES MISC.
FO	FAEROE ISLANDS		PACIFIC ISLANDS
FP	FRENCH POLYNESIA	IR	IRAN
FR	FRANCE	IS	ISRAEL
FS	FRENCH SOUTHERN AND ANTARC- TIC LANDS (exluding Terre Adelie)	IT	ITALY
FT	FRENCH TERRITORY OF AFARS AND ISSAS	IU	ISRAEL-SYRIA DEMILITARIZED ZONES
	G	IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
		IZ	IRAQ
			J
GA	GAMBIA	JA	JAPAN
GB	GABON	JM	JAMAICA
GC	GERMANY, SOVIET ZONE OF	JN	JAN MAYEN
GE	GERMANY, FEDERAL REPUBLIC OF	JO	JORDAN
GH	GHANA	JQ	JOHNSTON ATOLL
GI	GIBRALTAR		

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
K		N	
KE	KENYA	NA	NETHERLANDS ANTILLES
KN	KOREA, NORTH	NC	NEW CALEDONIA
KS	KOREA, REPUBLIC OF	NE	NIUE
KT	CHRISTMAN ISLAND (INDIAN OCEAN)	NF	NORFOLK ISLAND
KU	KUWAIT	NG	NIGER
L		NH	NEW HEBRIDES
LA	LAOS	NI	NIGERIA
LE	LEBANON	NL	NETHERLANDS
LI	LIBERIA	NO	NORWAY
LS	LIECHTENSTEIN	NP	NEPAL
LT	LESOTHO	NR	NAURU
LU	LUXEMBOURG	NS	SURINAM
LY	LIBYA	NU	NICARAGUA
M		NZ	NEW ZEALAND
MA	MADAGASCAR	P	
MB	MARTINIQUE	PA	PARAGUAY
MC	MACAO	PC	PITCAIRN ISLAND
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO	PE	PERU
MG	MONGOLIA	PF	PARACAL ISLANDS
MH	MONTSERRAT	PG	SPRATLY ISLAND
MI	MALAWI	PK	PAKISTAN
ML	MALI	PL	POLAND
MN	MONACO	PN	PANAMA
MO	MOROCCO	PO	PORTUGAL
MP	MAURITIUS	PP	PAPUA AND NEW GUINEA
MQ	MIDWAY ISLANDS	PQ	CANAL ZONE
MR	MAURITANIA	PT	PORTUGUESE TIMOR
MT	MALTA	PU	PORTUGUESE GUINEA
MU	MUSCAT AND OMAN	Q	
MY	MALDIVES	QA	QATAR
MX	MEXICO	R	
MY	MALAYSIA	RE	REUNION
MZ	MOZAMBIQUE	RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
RO	ROMANIA		U
RP	PHILIPPINES		
RQ	PUERTO RICO	UG	UGANDA
RW	RWANDA	UK	UNITED KINGDOM
	S	UR	SOVIET UNION
		US	UNITED STATES
SA	SAUDI ARABIA	UV	UPPER VOLTA
SB	ST. PIERRE AND MIQUELON	UY	URUGUAY
SC	ST. CHRISTOPHER-NEVIS- ANGUILLA		V
SE	SEYCHELLES	VC	ST. VINCENT
SF	SOUTH AFRICA	VE	VENEZUELA
SG	SENEGAL	VI	BRITISH VIRGIN ISLANDS
SH	ST. HELENA	VN	VIET-NAM, NORTH
SK	SIKKIM	VQ	VIRGIN ISLANDS (U.S.)
SL	SIERRA LEONE	VS	VIET-NAM, REPUBLIC OF
SM	SAN MARINO	VT	VATICAN CITY
SN	SINGAPORE		W
SO	SOMALIA		
SP	SPAIN	WA	SOUTH-WEST AFRICA
SQ	SWAN ISLANDS	WB	WEST BERLIN
SS	SPANISH SAHARA	WF	WALLIS AND FUTUNA
ST	ST. LUCIA	WQ	WAKE ISLAND
SU	SUDAN	WS	WESTERN SAMOA
SV	SVALBARD	WZ	SWAZILAND
SW	SWEDEN		Y
SY	SYRIA		
SZ	SWITZERLAND		
	T	YE	YEMEN
TC	TRUCIAL STATES	YO	YUGOSLAVIA
TD	TRINIDAD AND TOBAGO	YQ	RYUKYU ISLANDS, SOUTHERN
TH	THAILAND	YS	SOUTHERN YEMEN
TK	TURKS AND CAICOS ISLANDS		Z
TL	TOKELAU ISLANDS		
TN	TONGA	ZA	ZAMBIA
TO	TOGO		
TP	SAO TOME AND PRINCIPE		
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS		
TS	TUNISIA		
TU	TURKEY		
TW	CHINA, REPUBLIC OF		
TZ	TANZANIA		

APPENDIX 4

VISA TYPES

The following visa type codes and descriptions are taken from "United States Immigration Laws," General Information, published by the U. S. Department of Justice, Immigration and Naturalization Service M-50 (Rev. 1970 N).

<u>Code</u>	<u>Description</u>
A1	An ambassador, public minister, or career <u>diplomatic or consular</u> officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
B1	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for business</u> .

<u>Code</u>	<u>Description</u>
B2	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for pleasure</u> .
E1	An alien entitled to enter the United States solely to carry on substantial <u>trade</u> between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
F1	A bona fide and qualified <u>student</u> having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
H1	An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming <u>temporarily</u> to the United States <u>to perform services of an exceptional nature</u> requiring such merit and ability.

<u>Code</u>	<u>Description</u>
H2	An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily <u>to perform temporary services or labor</u> , if unemployed persons capable of performing such service or labor cannot be found in this country.
H3	An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a <u>trainee</u> .
J1	An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a <u>participant in a program designated by the Secretary of State</u> .
L2	An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

APPENDIX 5

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	Code		
Accounting	0502	Biochemistry	0414
Administration, business	0506	Bioengineering	0905
Administration, educational	0827	Biological and physical sciences (interdisciplinary)	4902
Administration, public	2102	Biology, cellular	0417
Administration, special education	0809	Biology, general	0401
Adult education	0807	Biology, marine	0418
Advertising	0604	Biology, molecular	0416
Aeronautical engineering	0902	Biomedical communication	1217
Aerospace engineering	0902	Biomedical engineering	0905
Aerospace science	1803	Biometrics	0419
African languages (non-Semitic)	1116	Biophysics	0415
African studies	0305	Biostatistics	0419
Afro-American studies	2211	Black culture studies	2211
Agricultural business	0112	Botany, general	0402
Agricultural economics	0111	Business administration	0506
Agricultural engineering	0903	Business, agricultural	0112
Agricultural management	0110	Business economics	0517
Agriculture, general	0101	Business education	0838
Agriculture technologies	0116	Business, general	0501
Agromony	0102	Business, international	0513
American Indian cultural studies	2212	Business management	0506
American studies	0313	Business statistics	0503
Analytical chemistry	1909	Cafeteria management	1307
Anatomy	0412	Catalan	1199
Animal science	0104	Cell biology	0417
Anthropology	2202	Cell physiology	0417
Applied design	1009	Ceramic engineering	0916
Applied mathematics	1703	Ceramics	1009
Arabic	1112	Chemical engineering	0906
Archeology	2203	Chemistry, general	1905
Architectural engineering	0904	Child development	1305
Architecture	0202	Chinese	1107
Architecture, naval	0923	Chiropractic	1221
Art	1002	Cinematography	1010
Art appreciation	1003	City planning	0206
Art, commercial	1009	Civil engineering	0908
Art education	0831	Classics	1504
Art history	1003	Clinical psychology	2003
Asian studies, general	0301	Clinical social work	1222
Astronautical engineering	0902	Clothing	1303
Astronomy	1911	Commerce education	0838
Astrophysics	1912	Commerce, general	0501
Atmospheric sciences	1913	Commercial art	1009
Audiology	1220	Communication media	0605
Bacteriology	0403	Communications, general	0601
Banking	0504	Communications engineering	0909
Biblical languages	2303	Community college education	0806
		Community planning	0206
		Community services, general	2101
		Comparative literature	1503
		Computer programming	0704
		Computer sciences, general	0701
		Construction engineering	0908
		Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education	0807	Fashion design	1009
Corrections	2105	Field crops	0102
Counseling, educational	0826	Finance	0504
Counseling, psychology for	2004	Fine arts, general	1001
Creative writing	1507	Finnish	1199
Criminology	2209	Fish management	0107
Crop management	0102	Floriculture	0109
Curriculum	0829	Foods and nutrition	1306
Cytology	0417	Food science	0113
		Food technology	0113
Dairy sciences	0105	Foreign languages, general	1101
Dance	1008	Forensic science	1506
Danish	1114	Forestry	0114
Data processing	0703	Forestry technologies	0116
Debate	1506	French	1102
Demography	2215	Fruit production	0108
Dental hygiene	1213		
Dental specialties	1205	Game management	0107
Dental technologies	1224	General liberal arts and sciences (interdisciplinary)	4901
Dentistry, D.D.S. or D.M.D. degree	1204	Genetics	0422
Developmental psychology	2009	Geochemistry	1915
Dietetics	1306	Geography	2206
Distributive education	0838	Geological engineering	0911
Dramatic arts	1007	Geology	1914
Drawing	1002	Geophysical engineering	0912
Driver education	0836	Geophysics	1916
		German	1103
Earth sciences, general	1917	Government	2207
East Asian studies	0302	Greek, classical	1110
Eastern European studies	0311	Guidance, education	0826
Ecology	0420		
Economics	2204	Health care administration	1202
Economics, agricultural	0111	Health education	0837
Economics, business	0517	Health professions, general	1201
Education of the culturally disadvantaged	0813	Hebrew	1111
Education of the deaf	0812	Helping services	2104
Education of the emotionally disturbed	0816	Higher education, general	0805
Education, general	0801	Histology	0413
Education of the gifted	0811	History	2205
Education of mentally retarded	0810	History of education	0821
Education of the multiple handicapped	0820	Home decoration	1302
Education of the physically handicapped	0819	Home economics, general	1301
Education, religious	2304	Home equipment	1302
Education of the visually handicapped	0814	Home management	1304
Educational administration	0827	Horticulture	0108
Educational evaluation	0825	Hospital administration	1202
Educational measurement	0825	Hotel management	0508
Educational psychology	0822	Humanities and social sciences (interdisciplinary)	4903
Educational research	0824	Husbandry, animal	0104
Educational statistics	0824	Husbandry, dairy	0105
Educational supervision	0828		
Educational testing	0825	Ichthyology	0499
Electrical engineering	0909	India studies	0303
Electronics engineering	0909	Indian (Asiatic)	1113
Elementary education, general	0802	Industrial arts education	0839
Embryology	0427	Industrial engineering	0913
Engineering, general	0901	Industrial psychology	2008
Engineering mechanics	0921	Industrial relations	0516
Engineering and other disciplines (interdisciplinary)	4904	Information sciences	0702
Engineering physics	0919	Information sciences, general	0701
Engineering technologies	0925	Information systems	0702
English as a foreign language	1508	Inorganic chemistry	1906
English, general	1501	Institutional management	1307
English, literature	1502	Instruction	0829
Entomology	0421	Insurance	0512
Environmental design, general	0201	Interior decoration	1009
Environmental engineering	0922	Interior design	0203
European studies, general	0310	International business	0513
Experimental psychology (animal and human)	2002	International public service	2106
		International relations	2210
Family life education	0837	Investments	0505
Family relations	1305	Islamic studies	0306
Farm management	0110	Italian	1104

Japanese	1108	Operations research	0507
Jewelry	1009	Optometry	1209
Journalism	0692	Organic chemistry	1907
Junior college education	0806	Ornamental horticulture	0109
Junior high school education	0804	Ornithology	0499
Kindergarten education	0823	Osteopathic medicine, D.O. degree	1210
Korean	1199	Pacific area studies	0314
Labor relations	0516	Painting	1002
Landscape architecture	0204	Paleontology	1918
Latin	1109	Parasitology	0499
Latin American studies	0308	Park management	2103
Law enforcement	2105	Pathology, animal	0408
Law, general	1401	Pathology, human	0408
Learning theory	0822	Pathology, plant	0404
Liberal arts and sciences (interdisciplinary)	4901	Personnel management	0515
Library science, general	1601	Petroleum engineering	0907
Limnology	0499	Petroleum refining	0906
Linguistics	1505	Pharmaceutical chemistry	1910
Literature, comparative	1503	Pharmacology, animal	0409
Literature, English	1502	Pharmacology, human	0409
Management, business	0506	Pharmacology, plant	0405
Management, engineering	0913	Pharmacy	1211
Marine biology	0418	Philology	1505
Marine engineering	0923	Philosophy	1509
Marketing	0509	Philosophy of education	0821
Materials engineering	0915	Phonetics	1505
Mathematics, applied	1703	Photography	1011
Mathematics, education	0833	Physical chemistry	1908
Mathematics, general	1701	Physical education	0835
Mathematics, statistics	1702	Physical sciences, general	1901
Mechanical engineering	0910	Physical therapy	1212
Medical laboratory technologies	1223	Physics, general	1902
Medical record librarianship	1215	Physiological psychology	2010
Medical specialties	1207	Physiology, animal	0410
Medicine, M.D. degree	1206	Physiology, human	0410
Metallurgical engineering	0914	Physiology, plant	0406
Metallurgy	1920	Plant pathology	0404
Metalsmithing	1009	Plant pharmacology	0405
Meteorology	1913	Plant physiology	0406
Mexican-American cultural studies	2213	Podiatry	1216
Microbiology	0411	Political science	2207
Middle Eastern studies	0309	Poultry science	0106
Military science	1801	Pre-elementary education	0823
Mineral engineering	0918	Programming, computer	0704
Mining engineering	0918	Psychology, clinical	2003
Molecular biology	0416	Psychology for counseling	2004
Molecular physics	1903	Psychology, developmental	2009
Music (liberal arts program)	1005	Psychology, education	0822
Music appreciation	1006	Psychology, general	2001
Music, composition	1004	Psychology, industrial	2008
Music education	0832	Psychology, physiological	2010
Music history	1006	Psychology, social	2005
Music, performing	1004	Psychometrics	2906
Music, theory	1004	Public address	1506
Musicology	1006	Public administration	2102
Natural resources management	0115	Public health	1214
Naval architecture	0923	Public utilities	0510
Naval science	1802	Purchasing	0509
Neurosciences	0425	Radio	0603
Norwegian	1114	Radiobiology	0423
Nuclear engineering	0920	Radiologic technologies	1225
Nuclear physics	1904	Range management	0117
Nursery science	0109	Reading education	0830
Nursing (baccalaureate and higher programs)	1203	Real estate	0511
Nutrition, scientific	0424	Recreation management	2103
Occupational therapy	1208	Regional planning	0206
Ocean engineering	0924	Rehabilitation services	1222
Oceanography	1919	Religious education	2304
		Religious music	2302
		Religious studies	1510
		Remedial education	0817

Restaurant management	0508
Rhetoric	1506
Russian	1105
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2305
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Textile design	0603
Textile engineering	1009
Textiles, home economics	0917
Theological professions, general	1303
Toxicology	2301
Transportation	0426
Transportation engineering	0510
Urban architecture	0908
Urban studies	0205
Vegetable production	2214
Veterinary medicine, D.V.M. degree	0108
Veterinary medicine specialties	1218
Vietnamese	1219
Vocational education	1199
Weaving	0839
West European studies	1009
Wildlife management	0312
Writing, creative	0107
Zoology, general	1507
	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

<i>Title</i>	<i>Code</i>
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5502
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies	5012	Radiologic technologies	5207
Health services assistant technologies, general	5201	Real estate technologies	5004
Heating technologies	5317	Recreation technologies	5506
Home economics technologies	5405	Religion related occupations	5502
Horticulture technologies	5402	Rest home management technology	5218
Hospital food service technologies	5404	Restaurant management technologies	5010
Hotel management technologies	5010	Sales technologies	5004
Industrial management technologies	5004	Sanitation technologies	5408
Industrial technologies	5312	Secretarial technologies	5005
Inhalation therapy technologies	5215	Sheet metal technologies	5317
Input preparation technologies	5102	Social work related technologies	5506
Institutional management technologies	5218	Stewardess preparation	5006
Instrumentation technologies	5314	Surgical technologies	5211
Insurance technologies	5004	Surveying technologies	5309
Key punch operator technologies	5102	Teacher aide preparation	5503
Laboratory technologies, general	5407	Television broadcasting technologies	5008
Landscape technologies	5402	Television repair technologies	5310
Law enforcement technologies	5505	Textile technologies	5313
Library assistant technologies	5504	Tool design technologies	5303
Lithography technologies	5009	Transportation technologies	5011
Machine drafting and design technologies	5303	Welding technologies	5308
Machine repair technologies	5310	Wildlife technologies	5403
Marina equipment technologies	5004	X-ray technologies	5207
Marine technologies	5406		
Marketing technologies	5004		
Mechanical technologies	5315		
Mechanical technologies, general	5301		
Medical assistant technologies	5214		
Medical laboratory assistant technologies	5205		
Medical office assistant technologies	5214		
Medical record technologies	5213		
Mental health aide programs	5216		
Natural science technologies, general	5401		
Newspaper communication technologies	5008		
Nuclear technologies	5316		
Nursing, practical (L.P.N. or L.V.N.)	5209		
Nursing R.N. preparation	5208		
Occupational therapy technologies	5210		
Oceanographic technologies	5406		
Ocular care technologies	5212		
Office machine repair technologies	5310		
Office machine training	5005		
Ophthalmic technologies	5212		
Optical technologies	5212		
Optometric technologies	5212		
Personal service technologies	5006		
Personnel management technologies	5004		
Photogrammetry technologies	5309		
Photography technologies	5007		
Physical therapy technology	5219		
Plastics technologies	5305		
Plumbing technologies	5317		
Police technologies	5505		
Printing technologies	5009		
Programmer technologies	5103		
Psychiatric technologies	5216		
Public administration and management technologies	5508		
Public health inspection technologies	5408		
Public service technologies, general	5501		
Public utility technologies	5011		
Purchasing technologies	5004		
Radio broadcasting technologies	5008		
Radio repair technologies	5310		

APPENDIX 6

DED - STAFF

SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Account Number	204	X(18)
Achievement Record	027	X(60)
Activity Beginning Date	407	9(06)
Activity Category	401	9(02)
Activity Ending Date	408	9(06)
Activity FTE	402	9V99
Activity Outcome Category	404	9(01)
Activity Program Function	403	9(08)
Address - City	009	X(20)
Address - State	010	X(02)
Address - Street/Apartment	008	X(16)
Address - Telephone Number	012	9(14)
Address - Zip Code	011	9(05)
Annual Salary Rate	213	9(05)
Appointment Code	202	9(05)
Appointment Effective Date	207	9(06)
Appointment Expiration Date	208	9(06)
Appointment FTE	205	9V99
Appointment Organizational Unit	203	9(05)
Appointment Period	206	9(02)
Appointment Status	209	X(01)
Appointment Title	201	X(25)
Assignment	301	9(08)
Assignment Beginning Date	303	9(06)
Assignment Ending Date	304	9(06)
Assignment FTE	302	9V99
Beginning Date - Year	105	9(02)
Campus Office - Building Code	014	X(04)
Campus Office - Building Name	015	X(12)
Campus Office - Campus	013	X(03)
Campus Office - Room Number	016	X(07)
Campus Office - Telephone Number	017	9(14)
Citizenship Status	006	X(04)
Civil Rights Racial Category	007	9(01)
Course Identifier	405	X(10)
Date of Birth	003	9(06)
Degree/Certificate	102	X(05)
Degree/Certificate Date	103	9(04)
Ending Date - Year	106	9(02)
Faculty Rank	211	9(01)

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Highest Academic Degree or Diploma	022	X(01)
Honorary Degrees and Awards	023	X(60)
Institution Name	101	X(20)
Leave Status	211	9(02)
Licenses, Certificates and Registrations	025	X(60)
Location of Previous Employment - State	029	X(02)
Major Field of Study	104	9(04)
Marital Status	005	X(01)
Method of Entry into Current Job Class	214	X(01)
Name	001	X(30)
Physical Handicap Status	018	9(01)
Position Budget Amount	216	9(05)
Position Identification	215	9(03)
Professional Affiliations	214	X(60)
Section Identifier	406	X(04)
Sex	004	X(01)
Staff Identification Number	002	X(09)
Special Competencies	026	X(60)
Student Identification Number	019	X(09)
Tenure Status	212	X(01)
Termination Code	020	X(01)
Termination Date	021	9(06)
Type of Previous Employment	028	X(01)

APPENDIX 7

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Academic Rank	208	210	Faculty Rank
Account Number	203	204	Account Number
Appointment Effective Date	211	207	Appointment Effective Date
Appointment Expiration Date	212	208	Appointment Expiration Date
Appointment Percentage	204	205	Appointment FTE
Appointment Salary Budgeted	205	213	Annual Salary Rate
Appointment Type	213	209	Appointment Status
Birthdate	003	003	Date of Birth
Campus Office Address(s)	014	013	Campus Office - Campus
		014	Campus Office - Building Code
		015	Campus Office - Building Name
		016	Campus Office - Room Number
		017	Campus Office - Telephone Number
Citizenship Status	009	006	Citizenship Status
Course Assignments	340	405	Course Identifier
		406	Section Identifier
		407	Activity Beginning Date
		408	Activity Ending Date
Current Local Address	012	008	Address - Street/Apartment
		009	Address - City
		010	Address - State

STAFF CHANGES - continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
First Date of Appointment	112	207	Appointment Effective Date
Graduate Education	102	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (HEGIS)
Highest Academic Degree or Diploma	103	022	Highest Academic Degree or Diploma
Honorary Degrees and Awards	106	023	Honorary Degrees and Awards
Instructional Activities	341	402	Activity Category
Licenses, Certificates, and Registrations	108	025	Licenses, Certificates, and Registrations
Marital Status	006	005	Marital Status
Noninstructional Activities	342	401	Activity Category
		402	Activity FTE
		407	Activity Beginning Date
		408	Activity Ending Date
		008	Address - Street/Apartment
Permanent Address	013	009	Address - City
		010	Address - State
		011	Address - Zip Code
		012	Address - Telephone Number
Physical Handicap	015	018	Physical Handicap Status

STAFF CHANGES - continued

<u>PREVIOUS DATA ELEMENT</u>	<u>OLD DED NO.</u>	<u>NEW DED NO.</u>	<u>CORRESPONDING CURRENT DATA ELEMENT</u>
Postdoctoral Education	105	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Post Graduate Study	104	101	Institution Name
		104	Major Field of Study (HEGIS)
		105	Beginning Date - Year
		106	Ending Date - Year
Previous Employment	111	028	Type of Previous Employment
		029	Location of Previous Employment - State
Professional Affiliations	107	024	Professional Affiliations
Publication Record	110	027	Achievement Record
Race	010	007	Civil Rights Racial Category
Sabbaticals and Leaves of Absence	214	211	Leave Status
Separation from Institution	113	020	Termination Code
Sex	005	004	Sex
Social Security Number	002	002	Staff Identification Number
Special Competencies	109	026	Special Competencies
Support Staff Skill Level	209	>215	Position Identification
Tenure Status	210	212	Tenure Status

STAFF CHANGES - continued

<u>PREVIOUS DATA ELEMENT</u>	<u>OLD DED NO.</u>	<u>NEW DED NO.</u>	<u>CORRESPONDING CURRENT DATA ELEMENT</u>
Undergraduate Education	101	101	Institution Name
		102	Degree/Certificate
		103	Degree/Certificate Date
		104	Major Field of Study (HEGIS)

STAFF CHANGES - continued

<u>DELETIONS FROM PREVIOUS DED</u>	<u>DED NO.</u>	<u>DED NO.</u>	<u>ADDITIONS TO CURRENT DED</u>
Birthplace	004	404	Activity Outcome Category
		403	Activity Program Function
Dependents	007	203	Appointment Organizational Unit
Emergency Contact	008	301	Assignment
Military Status	011	303	Assignment Beginning Date
Staff Benefits	207*	304	Assignment Ending Date
		302	Assignment FTE
		214	Method of Entry into Current Job Class
		216	Position Budget Amount
		019	Student Identification Number

* This data element is derivable from data elements in the Finance Section.

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- Thomas, Charles R. Data Element Dictionary: Staff. First Edition. Boulder, Colorado: Western Interstate Commission for Higher Education, 1970.

2641911000045300:
2.5M:173:GD:Hirsch:2BA66

9341600000045200:
1.5M:173:GD:Hirsch:2BA66

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